RANCHO PALOS VERDES

CHECKLIST FOR ENCROACHMENT PERMIT

(Work performed by a State Licensed Contractor)

The following items are to be submitted by the Contractor prior to the issuance of the Permit:

_____Permission of Homeowner (if applicable)

_____City Business License Number (**current year**)

_____Certificate of Insurance – Comprehensive General Liability - $2M
(**current** with **WET SIGNATURE required)**

_____Additional Insured Endorsement for the **City of Rancho Palos Verdes** required
(ATTACH endorsement policy)

_____Worker's Compensation Insurance (**current**)

_____State of California Contractor's License Certificate/Card (**current**)

_____Signed N.P.D.E.S. Compliance Certification (**see attached forms**)

_____Signed Hold Harmless Agreement (**see attached form**)

Call Dig Alert (1–800–227-2600) Underground Service Alert of Southern California 2 Working Days **before** beginning any work.

Call the City of Rancho Palos Verdes 48 working hours **prior** to Inspection request and/or Final Inspection at (310) 544-5252.

30940 HAWTHORNE BOULEVARD / RANCHO PALOS VERDES, CA 90275-5391
(310) 544-5252 / FAX (310) 544-5292

CITY OF RANCHO PALOS VERDES
DEPARTMENT OF PUBLIC WORKS
REVOCABLE ENCROACHMENT PERMIT

30940 Hawthorne Blvd., Rancho Palos Verdes 90275
(310) 544-5252 (Ph) (310) 544-5292 (Fax)

Area ☐ Permit No. ☐

Work Location: _____

APPLICANT TO FILL IN (PLEASE PRINT)

Permittee/Owner _____
Address _____
City _____ Zip Code _____
Telephone _____
E-Mail Address _____

☐ Same as Permittee/Owner
Contractor _____
Address _____
City _____ Zip Code _____
Telephone _____
E-Mail Address _____

DESCRIPTION OF WORK

☐ Asphalt Work ☐ Cellular ☐ Curb Core ☐ Curb & Gutter ☐ Driveway Approach ☐ Dumpster
☐ Haul Route ☐ Mailbox ☐ Material/Equipment Staging ☐ Parkway Improvement ☐ Sewer line/lateral ☐ Sidewalk
☐ Special Event ☐ Trench/Excavation ☐ Utility Work ☐ Other _____

- **APPLICANTS MUST ADHERE TO ALL CITY STANDARDS INCLUDING, BUT NOT LIMITED TO THOSE ON REVERSE SIDE**
- **MUST POST NO PARKING SIGNS 72-HOURS PRIOR TO START OF ANY WORK (IF APPLICABLE)**

(A HARD COPY OF PERMIT MUST BE KEPT ON THE JOB SITE AT ALL TIMES)

I, the undersigned permittee hereby certify and agree to the following:
That I or the entity on whose behalf this certification is given, hold a currently valid California Contractor's License and a City of Rancho Palos Verdes Business License.

That I have received, read and understand and I agree to perform all work in accordance with the permit (backside included), the document titled "Instructions for Encroachment Permit," American Public Works Association (A.P.W.A.) Standard Specifications for Public Works Construction, applicable Standards Plans, current California MUTCD manual and the City Municipal Code.

That in consideration of the granting of this permit, the City of Rancho Palos Verdes, City wherein the permit work is to be performed and any of their officers or employees thereof shall be saved harmless by the applicant from any liability or responsibility for any accident, loss or damage to persons or property, happening or occurring as the proximate result of any of the work undertaken under the terms of this application and the permit or permits which may be granted in response thereto, and that all of said liabilities are hereby assumed by the applicant. It is further agreed that if any part of this installation interferes with the future use of the Right of Way by the general public, it must be removed or relocated, as designated by the Director of Public Works at the expense of the permittee/owner or his successor in interest.

- **MOCK UP DISPLAY AND DUMPSTER PERMITS ARE VALID FOR 30 DAYS ONLY - Expires:** _____
  (Non-skid plates required for dumpsters over 6% grade)
- **MOCK UP CONSTRUCTION PERMITS VALID FOR 10 DAYS ONLY - Expires:** _____

ALL OTHER PERMITS ARE VALID FOR A PERIOD OF 90 CALENDAR DAYS AFTER THE APPROVAL DATE SHOWN BELOW

By: _____
Permittee/Contractor Signature Date

ITEMS TO VERIFY and PERMIT FEES: (Office Use Only)

❑ City Business Lic. No. _____	Base Permit Fee	$	(RW)
❑ Contractor Lic. No. _____ (Attach copy of CA State online verification)	Traffic Engineer Plan Check	$	T4/TD#
❑ Certificate of Insurance with Additional Insured Endorsement **(Copy of Policy Required)**	Improvement Plan Check Fee	$	T4/TD#
❑ Worker's Compensation Insurance **(Copy of Policy Required)**	Inspection Fee	$	T4/TD#
❑ Signed N.P.D.E.S. Compliance Certification	Special Event Fee	$	T4/TD#
❑ Signed Hold Harmless	County Sewer Saddle Fee	$	(RW)
❑ NPDES & BMP Guidelines given to Permittee	**TOTAL FEE**	$	

Approved: _____
(Not valid unless approved by Department) Date

Utility Invoice No. 101-0000-115-40. _____

Permit Completed: _____

WHITE – Office GREEN – Inspector PINK – Permittee HARD COPY – Job Site

- Encroachment Permits may require a minimum of **10 working days of FIRST submittal** for Excavation, Haul Routes and/or Traffic Control Plans.
- All Mock ups shall be installed **at least two weeks prior** to any Public Hearing related to the proposed construction.

Call "DIG ALERT" at 1-800-227-2600 at least 72 hours prior to any construction.

- All work, unless otherwise specified, shall be done in accordance with the current edition of the **STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION.**
- Any staging of materials in the City Right-of-Way requires prior approval.
- Haul Routes must be approved **48 Hours** prior to entering the City.
- The Permittee/Contractor must follow the latest National Pollutant Discharge Elimination System (NPDES) & Best Management Practices (BMP's) guidelines.
- Before work on any sewer line begins, a permit must be issued by the City of Rancho Palos Verdes Building and Safety Division in addition to this permit. For information on sewer permits call (310) 544-5244 and ask for Building and Safety.
- When permittee tunnels under existing curbs, gutters and sidewalks, the excavated trench shall be back-filled with cement grout as described in the Standard Specifications.
- A.C. Pavement shall be saw-cut beyond edge of trench as specified by APWA Standards.
- Asphalt shall be placed in one-inch lifts or as directed by Department of Public Works Staff.
- When compaction or material tests are required, all costs are to be borne by the permittee.
- A one-sack sand slurry mixture may be required for compaction where excavation interferes with traffic flow or where work is within the roadway portion of an intersection.
- All excavations must be back-filled or plated at the end of the workday. The City reserves the right to require the permittee to plate open trenches in lieu of back filling.
- Permanent pavement repairs shall be made within 25 calendar days after excavation work is completed. Inspector's approval is required before permanent repairs are made.
- Tree trunks shall be cut to within 4" of curb height. All tree trunks and roots shall be ground to a depth of 18" below grade by a mechanical stump grinder to the satisfaction of the Department of Public Works staff. All wood chips shall be removed, hole filled and compacted with topsoil.

TRAFFIC CONTROL STANDARD REQUIREMENTS

- Traffic controls throughout permit construction shall conform to the latest edition of the State of California **MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) FOR USE IN PERFORMANCE OF WORK UPON HIGHWAYS**. Permittee shall provide and maintain all such signs, lights, and devices. All barricades in use after sunset must have portable flashers.
- Traffic may be restricted only between the hours of 9:00 a.m. and 3:00 p.m. on all major and secondary highways and subject to review of the Traffic Engineer.
- One lane of traffic in each direction shall be maintained at all times on all major and secondary highways.
- Pedestrian walkways must be maintained with safety fencing or barrier separation for adjacent excavation.
- The cost of any damage to traffic signal control devices shall be the permittee's responsibility and it shall be brought to the immediate attention of the inspector. The Permittee/Contractor shall be responsible for the replacement cost of any inductive loops in the ground (wire sensors for traffic signals) that are in conflict with or damaged by construction.

DUMPSTER REQUIREMENTS – (MUST OBTAIN CONTAINER FROM LIST OF CURRENT APPROVED VENDORS)

- Keep the street clean from debris at all times.
- Do not block/obstruct traffic motorists' line of sight in any direction.
- Dumpster shall not infringe on any driveway approach, Fire Hydrant, Emergency facility, or utility cabinet.
- **Dumpsters must have cones or delineators, reflectors, and reflectorized tape at corners.**

CURB AND GUTTER, DRIVEWAY APPROACH, SIDEWALK and CURB CORE REQUIREMENTS

- City's trench standards shall be adhered to.
- Remove any/all markings following construction.
- Remove and Replace curb and gutter at the edge of the asphalt and haul materials to a recycling center. Provide Load Ticket to the Inspector. (Do not cut Asphalt in the street unless directed to do so by the Department of Public Works staff).
- Install monolithic section of curb and gutter.
- Must remove and replace Concrete Score line to Score line or as directed by the City staff.
- Install a minimum of 6-inch thick 3,250-PSI concrete on drivable surfaces and a minimum of 4-inch thick 3,250-PSI concrete in other places.
- Follow American Public Works Association (APWA) standards for Curb Core (Standards available at the City of Rancho Palos Verdes/Department of Public Works).

To schedule an inspection, please visit http://www.rpvca.gov/FormCenter/Public-Works-8/Encroachment-Inspection-ERequest-58 or dial (310) 544-5338. If calling please include the permit number, job address and your contact information.
Contact the City of Rancho Palos Verdes Department of Public Works for questions (310) 544-5252
City Hall Hours: Monday – Thursday 7:30 AM – 5:30PM and Fridays 7:30AM – 4:30PM
Closed Daily from 12:00PM – 1:00PM. www.rpvca.gov

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	PRODUCER CUSTOMER ID #:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	CLAIMS-MADE OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	POLICY PRO-JECT LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	Y / N N / A					WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City of Rancho Palos Verdes, its officials, employees, and agents are named Additional Insured per CG attached.

CERTIFICATE HOLDER	CANCELLATION
City of Rancho Palos Verdes 30940 Hawthorne Blvd Rancho Palos Verdes, CA 90275	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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SAMPLE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
City of Rancho Palos Verdes, its officials, employees and agents	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

SAMPLE

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
City of Rancho Palos Verdes, its officials, employees and agents	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

SAMPLE

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

© Insurance Services Office, Inc., 2012

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

SAMPLE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
The City of Rancho Palos Verdes It's officials, employees and agents 30940 Hawthorne Blvd. Rancho Palos Verdes, CA 90275
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

SAMPLE

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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Wolters Kluwer Financial Services | Uniform Forms™

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Sample Endorsement

POLICY NUMBER: COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

City of XYZ, its officials, employees and agents

(If no entry appears above information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

Any other insurance or self-insurance maintained by the person or organization shown in the Schedule, shall be in excess of this insurance and shall not contribute with it.

As respects the interests of the person or organization shown in the Schedule, this insurance shall not be canceled nor reduced in coverage or limits except after thirty (30) days prior written notice has been provided to said person or organization.

This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.

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Worker's Compensation
Certificate of Insurance

WHEREAS, the City of Rancho Palos Verdes has required certain insurance to be provided by:

_____

NOW THEREFORE, the undersigned insurance company does hereby certify that it has issued the policy or policies described below to the following named insured and that the same are in force at this time.

1. This certificate is issued to:

   City of Rancho Palos Verdes
   City Hall
   30940 Hawthorne Blvd.
   Rancho Palos Verdes, CA 90275 - 5391

2. The insured under such policy or policies are:

   _____

3. Worker's Compensation Policy or Policies in a form approved by the Insurance Commissioner of California covering all operations of the named insured as follows:

Policy Number	Effective Date	Expiration Date

4. Said policy or policies shall not be canceled, nor shall there be any reduction in coverage or limits of liability unless and until thirty days' written notice thereof has been served upon the City Clerk of the City of Rancho Palos Verdes.

   _____

   _____

   By: _____
   Its Authorized Representative

SAMPLE

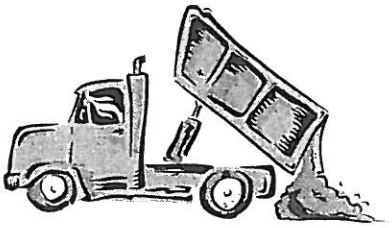
RANCHO PALOS VERDES

National Pollutant Discharge Elimination System Requirements for Permits in the Public Right of Way

The Federal clean Water Act and the City of Palos Verdes' NPDES Permit require all construction projects within the Rancho Palos Verdes jurisdiction reduce the amount of pollutants leaving their site and reaching the ocean to the maximum extent practicable. To achieve this goal, contractors must implement appropriate storm water and urban runoff control measures also known as Best Management Practices or BMPs.

All contractors must complete the attached form OC-1, unless specifically exempted (see item 1 on form OC-1). You must also circle the appropriate construction activities on the "Contractor/Developer Information checklist to obtain the correct BMP pamphlet.

Contractor's having projects with over 2 acres of disturbed area must also prepare a Local (or full) Storm Water Pollution Prevention Plan. Projects ongoing during the winter months will also require a Wet Weather Erosion Control Plan.



It is your responsibility to read, fully understand, submit the appropriate documents and implement BMPs pertaining to your project. Attached is a list of BMPs to be used, or you can use the Best Management Practices Handbook, California Stormwater Quality Taskforce, Sacramento, California 1993. for additional information.

BMP pamphlets and additional information materials are available at both the Building and Public Works counters. A list of firms providing training to the construction industry is attached.

General Requirements

A) The CONTRACTOR shall not discharge or permit to be discharged to any street, channel, river, storm drain or any appurtenances thereof, any non-rain water or other liquid from the project site or from operations pertaining to the project site without first securing a valid National Pollutant Discharge Elimination System (NPDES) Permit unless the discharge is specifically listed as exempt or conditionally exempt in the most current list issued by the Regional Water Quality Control Board, Los Angeles Region.

The Contractor shall implement all necessary Best Management Practices to ensure that any conditionally exempt discharge meets all current requirements of the Regional Board and the City.

The City may, at its option, prohibit or restrict any discharge if polluting, unsafe or nuisance conditions are being created.

B) The CONTRACTOR shall reduce the discharge of pollutants in storm water runoff to the maximum extent practicable by the effective implementation of appropriate Best Management Practices including but not limited to:

1. Spills and leaks must be cleaned up immediately.

2. Vehicles and equipment must be refueled in a designated area.

3. Vehicles and equipment must be washed at an appropriate off site facility or in a designated area not draining to the street or storm drain system.

4. Exposed piles of soil, debris and construction materials must be covered with plastic sheeting if rain is predicted.

5. Do not store or deposit materials on surfaces that drain to streets, storm drains or channels.

6. Catch basins within and downstream of the project area must be protected from runoff containing excessive sediment.

7. Employees and subcontractors must be trained about the causes of storm water pollution and preventative measures.

C) For Sites involving less than 2 acres of disturbed area a Contractor's Certification must be prepared. For sites with at least 2 acres of disturbed area, but less than 5 acres, a Local SWPPP must be prepared. For sites with more than 5 acres of disturbed area, a SWPPP must be prepared and the CONTRACTOR must provide evidence to the City that a Notice of Intent (NOI) has been submitted to the appropriate State agency. Storm Water certifications, plans and supporting information must be submitted to and approved by the City prior to performing any operation which will disturb soil (including but not limited to: excavation, grading, demolition, land clearing, pavement removal).

The preparation, submittal and adherence to all Storm Water Pollution Prevention Plans (Certification, LSWPP & SWPPP), Wet Weather Erosion Control Plans (WWECP) is the responsibility of the CONTRACTOR.

D) The CONTRACTOR shall exercise every reasonable precaution to protect streams, rivers, bays and ponds from pollution with sediment, fuels, oils and other harmful materials and shall conduct and schedule its operation so as to avoid or minimize muddying and silting of streets, storm drains, streams, rivers, bays and ponds.

E) The CONTRACTOR shall inspect all construction site structural BMPs for proper operation before and after every rainfall with 0.25 inches or more of predicted or actual precipitation at regular intervals (in accordance with the Los Angeles County Municipal Development Construction Model Program) during any extended rainfall event. Necessary repairs and maintenance must be performed as soon as feasible.

Los Angeles County Department of Public Works
Stormwater Management Training for Contractors – Consultants List

The following companies have experience in stormwater management and are interested in providing stormwater management training for contractors. They are listed in alphabetical order; no prioritization or ranking of firms is implied. This information is being provided as a service by the Los Angeles County Department of Public Works. Please contact any or all of the following companies directly to negotiate training for your company.

Blymer Engineers, Inc.
Sue Black, Vice President Environmental Services
1829 Clement Avenue
Alameda, California 94501
Phone: (800) 753-3773
Fax: (510) 865-2594

Geoff Brosseau
Environmental Consultant
518 Central Avenue
Menlo Park, California 94025-2807
Phone: (415) 322-3070
Fax: (415) 322-5147

Custom Environmental Services
Rosalie A. Skefich, Chemical Engineer
233 Forest Drive
Santa Barbara, California 93117-1108
Phone: (805) 968-2112
Fax: (805) 968-2137

Environmental Science & Engineering, Inc.
Karl Brewley, Project Scientist
17390 Brookhurst Street, Suite 110
Fountain Valley, California 92708
Phone: (714) 964-8722
Fax: (714) 962-3383

John L. Hunter and Associates, Inc.
Sheila Kennedy
13310 Firestone Boulevard, Suite A2
Santa Fe Springs, California 90670
Phone: (562) 802-7880
Fax: (562) 802-2297

Kennedy/Jenks Consultants
Rudolf Ohlemutz
1000 Hill Road, Suite 200
Ventura, California 93003
Phone: (805) 658-0607
Fax: (805) 650-1522

Simons, Li & Associates, Inc.
Novin Rashedi, Senior Hydrologist
3150 Bristol Street, Suite 500
Costa Mesa, California 92626
Phone: (714) 513-1280
Fax: (714) 513-1278

John Tettemer & Associates, Ltd.
John Wolter
3151 Airway Avenue, Suite Q-1
Costa Mesa, California 92626
Phone: (714) 434-9080
Fax: (714) 434-6120

Larry Walker Associates
Mack Walker, Vice President
509 4th Street
Davis, California 95616
Phone: (916) 753-6400
Fax: (916) 753-7030

Contractor's Certification

RANCHO PALOS VERDES

Form OC-1

CONSTRUCTION
Public Right of Way

The National Pollutant Discharge Elimination System (NPDES) is the portion of the Clean Water Act that applies to the protection of receiving waters. Under permits from the Los Angeles Regional Water Quality Control Board (RWQCB), certain activities are subject to RWQCB enforcement. Complete the following applicable sections:

1 If your project is: Interior work, tenant improvement, electrical, mechanical or emergency construction: **Do not complete this form.**

2a If your project will have less than 2 acres of disturbed area (not total project area) complete this section

Disturbed area includes: demolition, land clearing, grading, excavation, etc.

OWNER NAME _____	SITE NAME _____
OWNER ADDRESS _____	SITE ADDRESS _____
_____	_____

_____ CONTRACTOR NAME

_____ CONTRACTOR ADDRESS

To meet the requirements of the Los Angeles County Municipal Storm Water Permit (CAS614001), Minimum requirements for sediment control, erosion control and construction activities control to be implemented on each project site. Minimum requirements include:

SEDIMENT CONTROL: Eroded sediments from areas disturbed by construction and from stockpiles of soil shall be retained on site to minimize sediment transport from the site to streets, drainage facilities or adjacent properties via runoff, vehicle tracking, or wind.

This will be accomplished by (check all that apply): ☐ Sand bags ☐ Silt Fence ☐ Work will be conducted only between May 15 and September 30

☐ Other (describe) _____

CONSTRUCTION MATERIALS CONTROL: Construction related materials, wastes, spills or residues shall be retained on site to minimize transport from the site to streets, drainage facilities or adjoining properties by wind or runoff. Runoff from equipment and vehicle washing shall be contained at construction sites unless treated to remove sediment and pollutants.

This will be accomplished by (check all that apply): ☐ Following the BMP pamphlets' guidelines ☐ Following the "Blueprint for a Clean Ocean" guidelines

☐ Other (describe): _____

2b If your project has between 1/4 and 2 acres of disturbed area, submit a site plan showing the size and location of the Best Management Plans that will be implemented on site.

3 If your project has over 2 acres, but less than 5 acres of disturbed area, submit a Local Storm Water Pollution Prevention Plan.

4 If your project has 5 acres or more of disturbed area submit: (1) a copy of the Notice of Intent Letter from the State showing your WDID Number and (2) submit a copy of your SWPPP. (Contact the State Regional Water Quality Control Board at 1-213-576-6600 for questions.

I hereby certify that I have read, understand and will comply with the requirements indicated above:

_____ Contractor or Authorized Representative Signature

_____ Title

_____ Name (printed)

_____ Date

Additional information may be required based upon a review of the submittal.

JLHA

STORM WATER RUNOFF POLLUTION PREVENTION

RANCHO PALOS VERDES

CONTRACTOR / DEVELOPER INFORMATION CHECKLIST

Project Address	
Applicant Name	

If your project will include any of the following activities, check the box. / City to provide these BMP pamphlets		Roadwork and Paving	Painting	Landscaping, Gardening and Pest Control	General Construction and Site Supervision	Heavy Equipment & Earth-Moving Activities	Home Repair and Remodeling	Fresh Concrete and Mortar Application	Automotive Maintenance and Car Care
Road construction	☐	●			●	●		●	
Driveway construction	☐	●			●	●		●	
Roadway seal coating	☐	●			●	●			
Heavy equipment operation	☐				●	●			●
Cement truck operation	☐				●	●			●
Asphalt and concrete saw cutting	☐	●			●		●		
Asphalt and concrete removal	☐	●			●		●		
Excavation	☐				●	●			
Materials stockpiling	☐				●				
Grading	☐				●	●			
Painting	☐		●		●		●		
Drywall, plaster, paper hanging, flooring, etc.	☐		●		●		●		
Paint removal	☐		●		●		●		
Landscaping and gardening	☐			●	●		●		
Pest control	☐			●	●		●		
Equipment maintenance	☐				●				●
Vehicle maintenance	☐				●				●
Equipment and vehicle washing	☐				●				●
Roofing	☐				●		●		
Equipment fueling	☐				●				●
Vehicle fueling	☐				●				●
Concrete or Masonry work	☐				●			●	
Demolition	☐				●		●		

Applicant's signature _____ Date

STATEMENT OF UNDERSTANDING

As the_____, of the project. I have reviewed the *Best Management Practices Handbooks, California Storm Water Quality Task Force, Sacramento, CA.* and have proposed the implementation of the Best Management Practices (BMPs) applicable, to effectively minimize the negative impacts of this project's construction activities on the surrounding water quality. The selected BMPs will be installed, monitored and maintained to ensure their effectiveness. The BMPs that I have not chosen for implementation are redundant or deemed not applicable to the proposed construction activities. If at any time, site conditions and/ or the County official warrant reevaluation and revisions of the chosen BMPs, the appropriate changes will be made without unnecessary delay. I am aware that failure to properly implement and maintain, while under construction, the BMPs necessary to prevent the discharge of pollutants from this project could result in significant penalties and/or delays.

Signature: _____

Print name: _____

Date: _____

Project Description: _____

_____

_____

_____

Project Address: _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT AND WAIVER OF SUBROGATION AND CONTRIBUTION

Contract/Agreement/License/Permit No. or description: _____

_____

Indemnitor(s) *(list all names)*:

To the fullest extent permitted by law, Indemnitor hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless the _____ and its elected officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively "Liabilities"), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of Indemnitor or any of its officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to the above-referenced contract, agreement, license, or permit (the "Agreement") or the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by Indemnitees and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against an Indemnitee shall be conclusive in favor of the Indemnitee's right to recover under this indemnity provision. Indemnitor shall pay Indemnitees for any attorneys fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' sole negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code § 2782(a) or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code § 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverages which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees.

Indemnitor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees.

In the event there is more than one person or entity named in the Agreement as an Indemnitor, then all obligations, liabilities, covenants and conditions under this instrument shall be joint and several.

"Indemnitor"

Name_____ Name_____

By:_____ By:_____

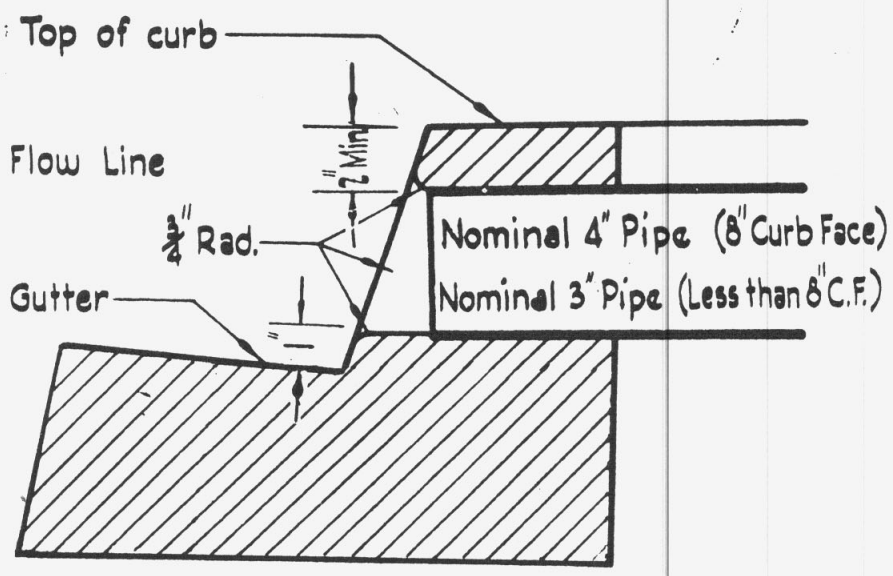
Its Its

PERMIT PLANS & SPECIFICATIONS

RD 165
Rev. 11-61

LOS ANGELES COUNTY ROAD DEPARTMENT

CURB DRAIN STANDARD



CROSS SECTION

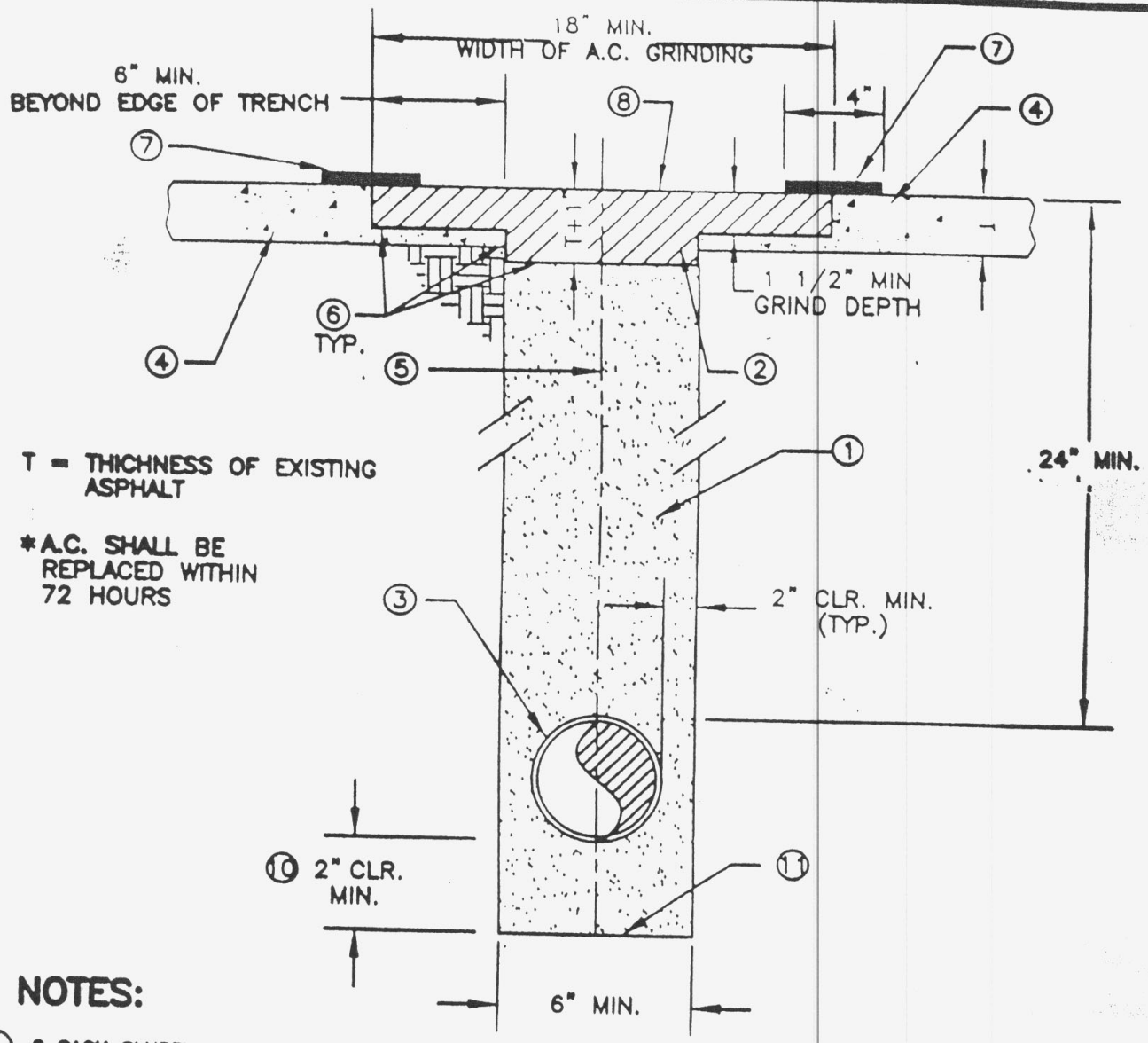
NOTE 1: A minimum separation of ten (10') feet is required between adjacent drains on the same property.

NOTE 2: If a greater volume of water flow is desired, either
a) Substitute oval transite pipe for the round pipe; the vertical height of the oval pipe shall not exceed four (4) inches; or,
b) Construct a Modified Number 12 Box Culvert.

NOTE 3: If a pipe drain is installed through a curb with less than a nominal eight (8) inch face, the flow line of the pipe shall be at the same elevation as the flow line of the gutter. Such pipe shall not exceed three (3) inch nominal diameter.

NOTE 4: County Class "B" (5½ Sack/yd., 3/4" maximum aggregate), concrete shall be used for repouring the curb.

NOTE 5: For inspection Call: (310) 541-6500



T = THICHNESS OF EXISTING ASPHALT

*A.C. SHALL BE REPLACED WITHIN 72 HOURS

NOTES:

1. 2 SACK SLURRY BACKFILL OR A.P.W.A CLASS 100-E-100 CONCRETE MIX. ALLOW MIN. 24 HRS. BEFORE PLACING A.C.
2. A.P.W.A. CLASS D2-AR-4000 A.C. (1/2" MIX).*
3. LOCATION OF CONDUITS AND CABLES MULTIPLE CONDUITS SHALL BE BUNDLED AND TIED.
4. EXISTING A.C. PAVEMENT.
5. SYMMETRICAL ABOUT CENTERLINE OF TRENCH
6. TACKCOAT, GRADE SS-1h EMULSIFIED ASPHALT AT 0.15 GALLONS PER SQUARE YARD.
7. SPRAY GRADE SS-1h EMULSIFIED ASPHALT AT 0.15 GALLONS PER SQUARE YARD, 4" WIDE, CENTERED ON A.C. SEAM LINE.
8. SURFACE TREATMENT TO MATCH EXISTING PAVEMENT (E.G. SLURRY, ETC.).
9. WHEN THE EDGE OF THE GRIND LINE IS WITHIN 12" OF EDGE OF PAVEMENT, CURB OR GUTTER, ANY STRUCTURE, OR AN ADJACENT TRENCH PATCH, GRINDING SHALL BE EXTENDED TO SAID LINE.
10. CONDUITS SHALL BE SUPPORTED AT 4' ON CENTER TO ALLOW FOR FULL ENCASEMENT OF CONDUITS WITH SLURRY. (SAND PLACED ON BOTTOM OF TRENCH COMPACTED TO 95% R.C. MAY BE SUBSTITUTED)
11. BOTTOM OF TRENCH SHALL BE COMPACTED TO 95% R.C.

REVISIONS	CITY OF RANCHO PALOS VERDES	APPROVED BY:
1	NARROW UTILITY TRENCH SLURRY BACKFILL & ASPHALT RESURFACING	7/30/97
2		DIRECTOR OF PUBLIC WORKS — DATE
3		

RESIDENTIAL AND APARTMENT DRIVEWAY STANDARDS

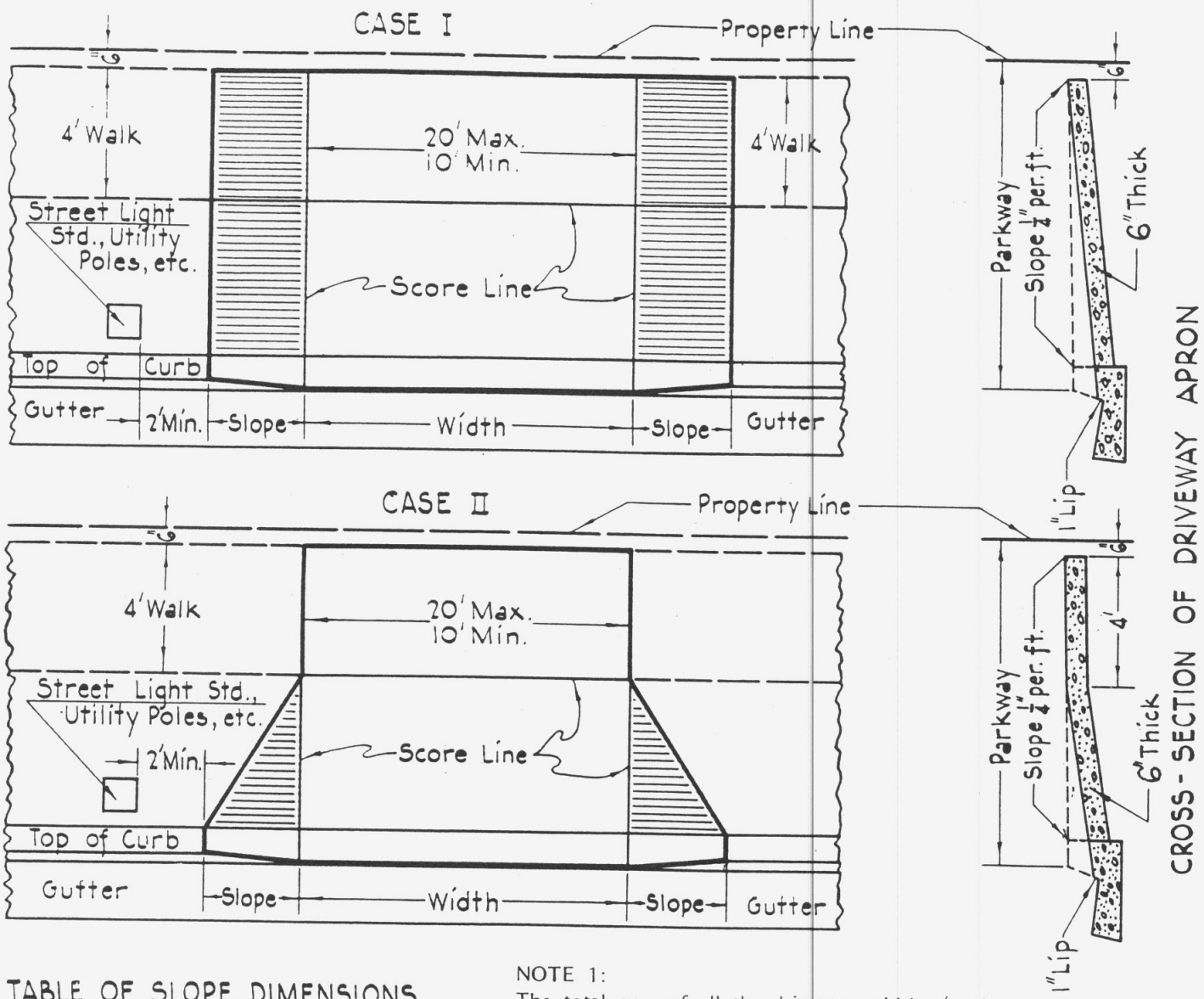
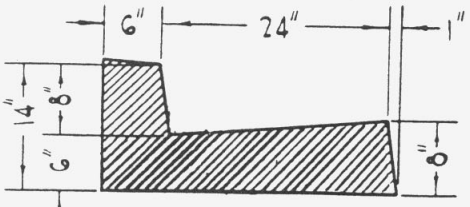


TABLE OF SLOPE DIMENSIONS

CURB FACE HEIGHT	CASE I	CASE II
6" or less	3'	2'
7" to 8"	4'	3'
9" to 12"	4'	4'



STANDARD CURB SECTION

Curb face Batter 4" in 12"
For driveway construction remove shaded portion of curb section.

NOTE 1:

The total sum of all the driveway widths (exclusive of side slopes) is limited to 40% of the property frontage. The minimum distance between the top of side slopes on adjacent driveways on the same lot or parcel is twenty-two (22) feet and on adjoining lots or parcels is one (1) foot.

NOTE 2:

Driveways may be constructed as in Case I for any parkway. Case I is required on streets where the parkway is less than ten (10) feet. Case II can be used only if the parkway is ten (10) feet or greater.

NOTE 3:

If the parkway is over twelve (12) feet, the driveway shall be constructed as if the parkway were twelve (12) feet wide.

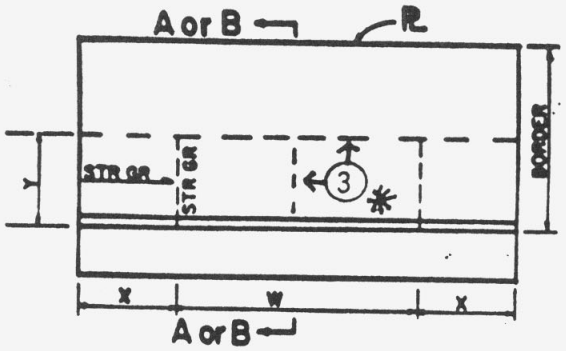
NOTE 4:

Driveways shall be constructed of Portland Cement Concrete only if concrete curb is existing, and shall be constructed in accordance with Section 303-5 of the Standard Specifications for Public Works Construction.

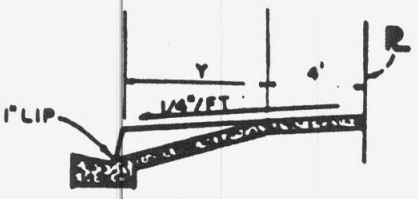
NOTE 5:

If a tree well is removed by this construction or is within ten (10) feet of the driveway it shall be replaced in accordance with Standard Plan 32-02 & 32-03.

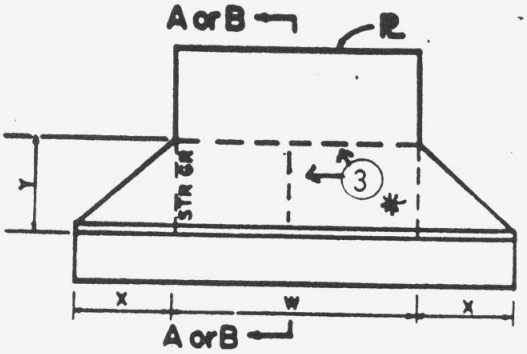
CALL TELEPHONE NO. ON FACE OF PERMIT FOR INFORMATION



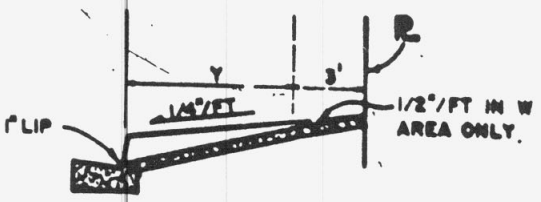
TYPE A



SECTION A-A

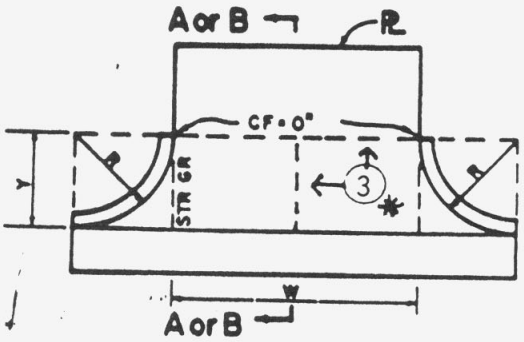


TYPE B



*SECTION B-B

* SECTION B-B SHALL BE USED ONLY WHEN IT IS NOT POSSIBLE TO USE SECTION A-A.



TYPE C

1. Concrete shall be Greenbook 560-C-3250 or 520-C-2500 Mix
2. Place half inch expansion material at P/L or at back of approach
3. All joints shall be tooled at time of concrete placement (no sawcut joints allowed) All joints shall be one inch min. depth.
4. Curb & Gutter shall be replaced in its entirety when required. No sawcutting for removal along flow-line.
5. DRIVEWAYS SHALL BE 6 INCHES THICK

TABLE OF X & Y DIMENSIONS

CURB FACE	6" OR LESS	7"	8"	9"	10"	11"	12" OR MORE
X	3'-0	3'-6"	4'-0"	4'-6"	5'-0"	5'-6"	6'-0"
Y MIN (A-A)	4'-0"	4'-9"	5'-8"	6'-6"	7'-3"	8'-0"	8'-9"
Y MIN (B-B)	3'-0"	4'-1"	5'-0"	5'-10"	6'-5"	7'-2"	8'-1"

NOTES:

Existing concrete shall be removed up to existing joints or score lines. Where concrete joins existing concrete, cracked or damaged existing concrete shall be removed. Approach shall be finished with a light broom texture.
*Joints shall be placed in new concrete at six Ft. Max. spacing

AMERICAN PUBLIC WORKS ASSOCIATION – SOUTHERN CALIFORNIA CHAPTER

PROMULGATED BY THE APWA-AGC JOINT COOPERATIVE COMMITTEE 1984

DRIVEWAY APPROACHES

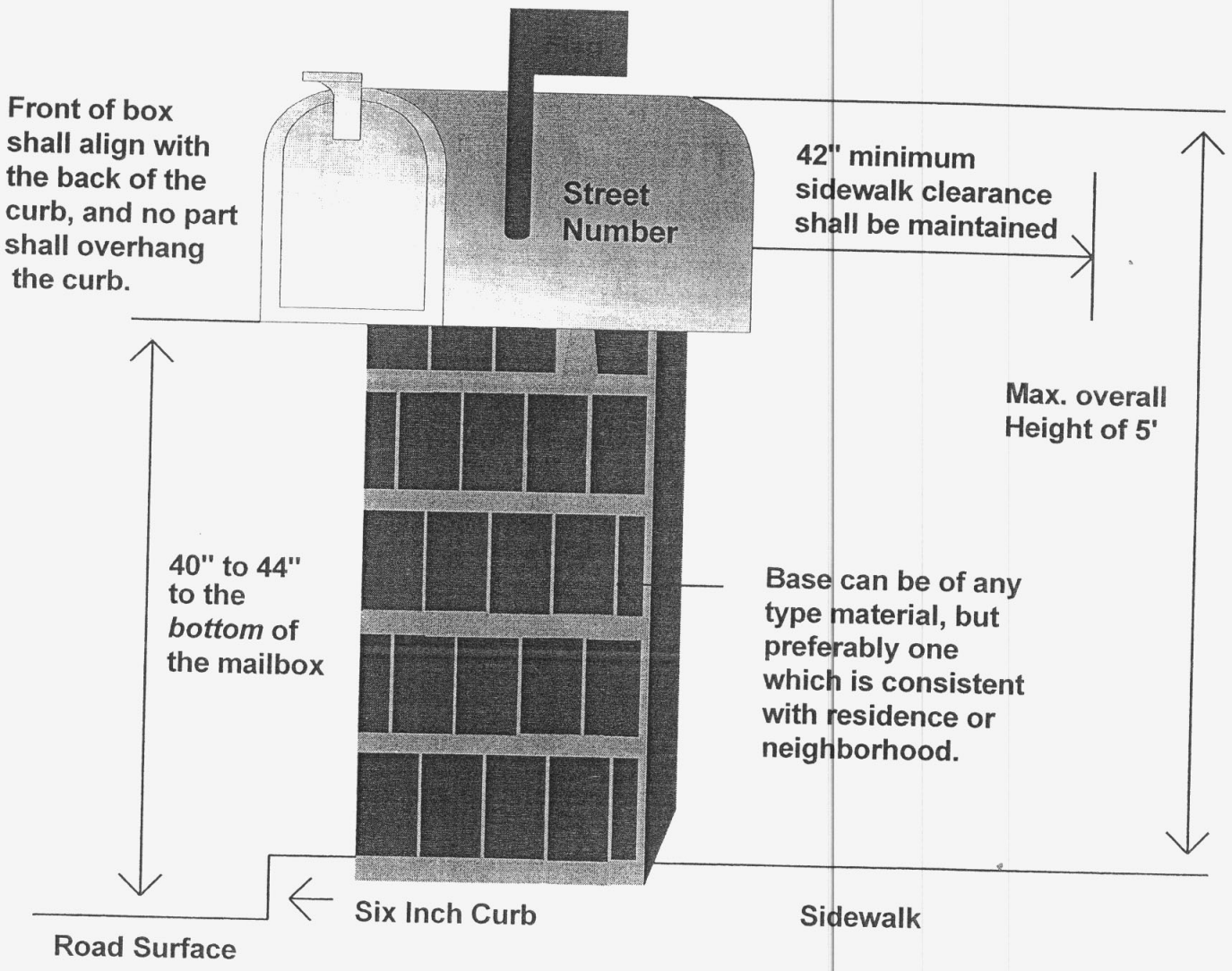
USE WITH STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION

STANDARD PLAN 110-0

SHEET 1 OF 1

City of Rancho Palos Verdes

Mailbox Standard



NOTES:

1) The Maximum overall height to the top of the box shall not exceed five (5) feet.

2) The maximum footprint for support structures shall be 24" by 24".

3) Larger structures or the addition of lighting will require Encroachment Permits from the Public Works Department and/or Building & Safety Permits.

4) Landowners may wish to consult with the Public Works Department in situations where no curbs exist.

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